

AGENDA

SPECIAL MEETING

KENT DISTRICT LIBRARY BOARD MEETING
Kent District Library Service Center
814 West River Center Dr. NE, Comstock Park, MI 49321
Tuesday, June 15, 2010 – 4:30 p.m.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- * III. APPROVAL OF AGENDA
- IV. LIAISON REPRESENTATIVE COMMENTS
- V. PUBLIC COMMENTS **
- VI. DIRECTOR SEARCH PROCESS
Dan and Jobeth Bradbury, *Bradbury Associates/Gossage Sager Associates*
- VII. LIAISON REPRESENTATIVE COMMENTS
- VIII. PUBLIC COMMENTS **
- IX. BOARD MEMBER COMMENTS
- X. MEETING DATES
Regular Meeting: Thursday, June 17, 2010 – KDL Krause Memorial Branch – 4:30 p.m.
- * XI. ADJOURNMENT

* Requires Action

** According to Kent District Library Board of Trustee Bylaws, Article VI, Item 6.12, "Public comments will be limited to 3 minutes per person or group and 15 minutes per subject."

VI. DIRECTOR SEARCH PROCESS

Dan and Jobeth Bradbury, *Bradbury Associates/Gossage Sager Associates*

- A. Introductions
- B. Confirm Structure for the Search and Roles
- C. Confirm Tentative Schedule: review the proposed search schedule and process
- D. Marketing Plan: review marketing plan
- E. Identification of Key Attributes: report of group assessment from the attribute survey including challenges and desired results
- F. Job Advertisement/Announcement: review basic elements of the job advertisement/announcement
- G. Staff Meetings/Other Input: discussion of purpose and general feedback from staff meetings
- H. Confidentiality: reach consensus on the confidentiality of the applications

KDL Service Center

814 West River Center N.E. • Comstock Park, MI 49321
784-2007



KDL

Kent District Library
www.kdl.org

STANDARD SEARCH SCHEDULE for THE KENT DISTRICT LIBRARY (MI) DIRECTOR¹

June 2010	Consultants meet with the Board/Search Committee to review the search methodology, job description, marketing plan and search schedule. Consultants meet with Library staff, administrators and other stakeholders to discuss the search process and to gain input on key attributes needed for the position. Final ad/announcement submitted for review and approval by the Board/Search Committee.
July 1	Board/Search Committee approves ad.
July 2- Aug. 31	Post the position in various State and Association placement centers. Initiate nationwide networking and telephone contacts to identify qualified candidates. Obtain additional nominations from library leaders. Follow up on responses. Continue regional and national networking and telephone contacts to identify qualified candidates and obtain additional nominations.
Aug. 15- Sept. 2	Schedule and conduct pre-screening interviews with candidates.
Aug. 31	Applications close.
September 3	All applications sent to Board/Search Committee by September 3. All pre-screening interviews completed by September 3.
September 8	Meeting with Board/Search Committee to review resumes and interview notes. Top five to seven candidates recommended for interview and dates finalized for interviews in Comstock Park. Candidates notified.
Sept. 27,28	Possible candidate interview dates for semi-finalists in Comstock Park. Top two to three candidates selected for second interview. Interview dates confirmed and finalists notified.
October 10	References interviews completed and reports prepared for Board/Search Committee.
October 14,15	Possible finalist candidate interview dates in Comstock Park.
October 15	Selection of finalist and negotiations initiated. Background check initiated.
October 22	Negotiations and background check concluded. Director offers notice to current employer.
Dec./Jan. 2011	New Director available to start. (Depending on required notice period)

¹ The above schedule is illustrative only and will be adjusted forward or backward to meet the client's needs and local schedules.

Kent District Library (MI) Marketing Plan

Job Postings Sites and Information	Fee:
<u>Michigan Specific Job Sites:</u>	
Michigan Association for Media in Education Job Postings	No Charge
Michigan Libraries Association Jobline-\$50/week	\$ 400.00
Michigan Libraries listerv	No Charge
Univ. of Michigan Library School	No Charge
<u>American Libraries Online:</u>	\$ 400.00
<u>Library Journal JobZone Online</u>	\$ 400.00
<u>BCALA (Black Caucus of the American Library Association)</u>	\$ 150.00
<u>APALA-L (Asian Pacific Americans Library Association)</u>	No Charge
<u>CALA (Chinese Americans Library Association)</u>	\$ 130.00
<u>REFORMA</u> (National Association to Promote Library and Information Services to Latinos and the Spanish Speaking)	No Charge
<u>Listsers:</u>	
ALA Diversity Listserv	No Charge
Central Branch Managers Listserv	No Charge
Gossage Sager Associates Website	No Charge
Public Libraries Listserv (publib)	No Charge
<u>General Library Career Sites:</u>	
Alisjobs	No Charge
LIBJOBS	No Charge
LISJOBS	No Charge
Madlisjobs	No Charge
<u>State/Regional Associations:</u>	
ARKANSAS STATE LIBRARY JOBLINE	No Charge
COLORADO STATE LIBRARY JOBLINE	No Charge
GEORGIA PUBLIC LIBRARY SERVICE	No Charge
IL LIBRARY ASSOCIATION	\$ 100.00
KANSAS LIBRARY ASSOCIATION JOBLINE	No Charge
MINNESOTA LIBRARIES JOBLINE-METRONET	No Charge
MISSOURI LIBRARY ASSOCIATION	\$ 100.00
MISSOURI PUBLIC LIBRARY DIRECTOR'S LISTSERV	No Charge
MOUNTAIN PLAINS LIBRARY ASSOCIATION	\$ 25.00
NEBRASKA LIBRARY ASSOCIATION EMAIL LIST	No Charge
NEBRASKA LIBRARY COMMISSION	No Charge
NEW ENGLAND LIBRARY ASSOCIATION-NELA-L	No Charge
PACIFIC NORTHWEST LIBRARY ASSOCIATION	No Charge
PENNSYLVANIA STATE LIBRARY JOBLINE	\$ 80.00
TENNESSEE LIBRARIES LISTSERV	No Charge
WEST VIRGINIA JOB LINE	No Charge
JOB CENTER OF WISCONSIN	No Charge

Library Schools/Universities:

DREXEL UNIVERSITY COLLEGE OF INFO SCIENCE AND TECHNOLOGY	No Charge
ILLINOIS GRADUATE SCHOOL OF LIBRARY AND INFORMATION SCIENCE	No Charge
SIMMONS	No Charge
UNIV. OF INDIANA	No Charge
UNIV. OF MO	No Charge
UNIV. OF SOUTH CAROLINA	No Charge
UNIV. OF TN	No Charge
UNIV. OF TX	No Charge
UNIV. OF WESTERN ONTARIO	No Charge

TOTAL:	\$ 1,785.00
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